

Senate Local Government Rules of Procedure

Senator Ed Buttrey - Chairman

Public Hearing on Proposed Legislation

A. Hearing Process

1. The Presiding Officer will announce the bill and Sponsor, and set any testimony time restrictions.
2. The bill Sponsor shall present the bill to the committee.
3. Proponents of the bill shall give testimony.
4. Opponents of the bill shall give testimony.
5. Informational witnesses shall give testimony.
6. Questions for the Sponsor, Proponents, Opponents, or Information Witnesses may be asked by Committee members and shall be directed through the Presiding Officer.
7. The Sponsor of the bill shall close on the bill.
8. The Presiding Officer shall close the hearing.

B. Witnesses

1. Witnesses giving testimony shall sign attendance sheet.
2. Witnesses shall testify only to new points concerning the bill being heard. Agreement with points made by other witnesses should be stated in lieu of repeating testimony.
3. Witnesses giving testimony shall remain in the Committee room to answer potential questions until the hearing is closed.
4. Written copies of testimony may be submitted for the permanent Committee record, however absentee audio/video testimony is not allowed.

C. General

1. Questions between Committee members are not allowed during the hearing process and shall be made during Executive Session.
2. Cell phones and other communication devices shall be turned off or set to silent mode at all times during the Committee meeting in the hearing room.
3. Videotaping of hearings by members of the public will only be allowed with the prior approval of the Presiding Officer who shall direct acceptable locations for the video equipment.
4. Audio, video, or written testimony as presented by witnesses shall be offered through the Presiding Officer and if allowed shall be routed to Committee members and made part of the permanent record.

D. Executive Session

1. Executive Session will not be held on the same day as the public hearing on the bill, unless time restrictions require same day action.
2. Committee members only (no public) will be allowed to comment or ask question during Executive Session. Public witnesses may be asked questions by Committee members and allowed to answer with approval from the Presiding Officer.
3. Voting may be accomplished via voice vote or roll call vote at the discretion of the Presiding Officer.
4. Absentee/Proxy voting shall be discouraged but allowed through the use of a signed proxy form submitted by the Presiding Officer or Vice-Presiding Officer or Minority senior Committee member (for Minority Committee members).

E. Amendments

1. Amendments presented to the Committee for consideration during Executive Session shall be requested only by either a Committee member or sponsor of the bill.
2. Amendments shall be submitted in writing to the Committee staff member at least one day prior to the scheduled Executive Action on the bill. With approval from the Presiding Officer, a simple amendment (i.e. change in date or number) may be considered with shorter notice.
3. Only Committee members may move amendments to a bill while the bill resides in Committee.